

OBC FACT SHEET: PREQUALIFICATION OF CONSULTANTS

Year established:

1974. Pursuant to provisions of Articles VI, Section 4 (c) of the Charter of the City of Baltimore; and the Resolution Relating to Architectural and Engineering Services approved by the Board of Estimates in 1994.

Who must be Prequalified:

All architecture, landscape architecture, engineering and surveying firms intending to perform professional services for the City of Baltimore on contracts totaling \$25000 or greater.

Difference between Prequalification and Certification:

A Prequalification Certificate insures the City that a firm is qualified in their profession to do the contracted work. Certification is a process whereby a firm owned by a minority or woman can seek classification as an MBE and/or WBE by applying to the Minority and Women's Business Opportunity Office in the City's Law Department. Their phone number is (410) 396.4577 and their website is: www.baltimorecity.gov/government/law/mwboo.html

Where to apply for prequalification:

Submit current consultant application Federal Form 254 to:

Office of Boards and Commissions

751 Eastern Avenue

Baltimore, Maryland 21202

Attention: Prequalification Consultant

* Please note faxed or e-mailed applications are not acceptable submissions.

Is there a fee?

There is no cost to the applicant for the prequalification process or Prequalification Certificate.

Contact person:

Mari B. Ross, Chief

Phone: 410.396.6883

E-mail: mari.ross@baltimorecity.gov

Fax: 410.625.4667

How long is the prequalification process start to finish?

30 days from date application is received to date of Board of Estimates approval.

Length of approval per prequalification period and renewal frequency thereafter:

One year from BOE approval date. Re-qualification is required on an annual basis. Renewal notifications are sent via e-mail to a firm's requested contact e-mail.

Website:

www.baltimorecity.gov/government/DPW Once on the DPW page scroll down left side column and click on the Office of Boards and Commissions.

